

OC-1608
M 66383

DD/S 63-2153

16 May 1963

Excluded from automatic
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163-4277

176
MEMORANDUM FOR: Executive Director
THROUGH : Deputy Director (Support)
SUBJECT : Survey Report of Signal Center Archives

1. This memorandum contains a recommendation submitted for Executive Director approval. Such recommendation is contained in paragraph 4.
2. The Records Management Staff has completed a study of the Signal Center Archives. A copy of this study was furnished your Office.
3. The study recommends that the Signal Center Archives functions be transferred from the Office of Communications to the Cable Secretariat. I agree with the conclusion of the study that this function is more closely related to the Cable Secretariat than it is to the Signal Center, and that the Cable Secretary functionally is in a better position to direct and control this activity.
4. It is therefore recommended that the functions of the Signal Center Archives, its personnel, ceiling slots, equipment, office space, and funds budgeted by this Office for that purpose, be transferred from the Office of Communications to the Cable Secretariat effective 1 July 1963. Tab A furnishes the details of this transfer.



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Director of Communications

Attachment:
Tab "A"

~~CONFIDENTIAL~~

Subject: Survey Report of Signal Center Archives

CONCURRENCE:

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Cable Secretary

17 May 1963

Date

(SIGNED)

Deputy Director (Support)

Date

25 MAY 1963
The recommendation contained in paragraph 4 is approved.

Date

(signed) Lyman B. Kirkpatrick

Executive Director

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